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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
ANIMAL DISEASE ERADICATION BRANCH
WASHINGTON 25, D.C.

June 24, 1954

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U. S. DEPARTMENT OF AGRICULTURE

ADE BRANCH MEMORANDUM NO. 508.6

To : All Section Heads
From : R. W. Morgan, Administrative Officer
Subject: Preparation of Program Issuances

I TYPES OF ISSUANCES

Program issuances utilized by this Branch will consist, generally of two distinctive types, i.e., permanent issuances and temporary issuances.

A. Permanent Issuances: The following types of issuances will be considered permanent:

1. ADE BRANCH MEMORANDUMS (Numbered)
2. Any other permanent material issued in numerical sequence.

B. Temporary Issuances: The following types of issuances will be considered temporary:

1. ADE BRANCH NOTICES
2. Any other temporary material not issued in numerical sequence.

C. Other Issuances: From time to time it may be desirable to transmit information or other types of material not falling within the categories set forth in A and B above. The nature of such material will have considerable bearing upon the manner in which it is published. Generally, such material should be accompanied by an ADE BRANCH NOTICE which shall serve as a transmittal instrument. The notice, of course, will have served its purpose upon receipt and will be of temporary significance only. The material transmitted in some instances, may be of permanent value, in other instances, of temporary value, depending upon the nature of the information contained therein. In no instances, however, may permanent instructions be issued in this manner. All permanent instructions to field employees will be issued in ADE BRANCH MEMORANDUMS in accordance with the provisions of ADE BRANCH MEMORANDUM NO. 501.1, dated May 20, 1954.

II PREPARATION

The preparation of Branch issuances will be accomplished by the Section having primary responsibility for the subject matter to be issued.

A. Form: Adherence to an established pattern when preparing Branch issuances will increase their value to all employees and will simplify their use. This memorandum has been prepared in accordance with the desired format. In order to make the work of typists and stenographers easier when preparing Branch issuances, marginal and other spaces are indicated below:

1. Headings. The first line of the heading should be on the fifth line from the top of the page and should read as follows:

United States Department of Agriculture
Agricultural Research Service
Animal Disease Eradication Branch
Washington 25, D.C.

2. Date. The date should be appropriately indicated approximately three spaces below the last line of the heading. The date should be so placed as to end on the right hand margin line. (Dates should not be inserted until the issuance is signed and ready for duplication.)

3. Title of Issuance. The title of the issuance should be five spaces below the date line.

4. To:, From:, and Subject:. This information should begin three spaces below the title of the issuance and two spaces should be allowed between each of these headings.

5. Subject. A brief, well-worded subject should describe the contents of the issuance.

6. Margins. Left and right margins of approximately $1\frac{1}{4}$ " (15 spaces) should be maintained on all Branch issuances which are to be punched with $3/8$ " holes for three-ring binders.

7. Bottom Border. A bottom border of one inch should be left at the foot of each page. The page number of each page except the first page should be indicated within the one-inch space.

8. Page Headings After First Page. Each page after the first page will have a heading similar to the one at the top of this page, properly adapted to the issuance involved.

B. Presentation of Subject Matter: An orderly presentation of subject matter will help assure the complete coverage of the subject and its logical arrangement. Each BRANCH MEMORANDUM and as many BRANCH NOTICES as practicable will be presented in outline form in a manner similar to that described below:

1. Major Sub-Divisions. Issuances will be divided into as many Roman numbered paragraphs as logically divide the subject material. Roman numerals will begin on the left margin and the title of the Section IN CAPITALS, will begin 7 spaces from the left margin.

2. Additional Sub-Paragraphs. When a further breakdown will most clearly present the subject, it will be set forth under the Roman numerals as A., B., C., etc. In turn, numeric paragraphs, such as this paragraph will be used to state divisions of the capital alphabetic paragraphs.

(a) Alphabetic Parenthetic Paragraphs will serve as an additional breakdown.

(1) Numeric Parenthetic Paragraphs, such as this will provide still an additional breakdown.

C. Signature: The signature of the issuing official will appear at the end of the issuance.

D. Numbering: Utmost care should be taken in assigning numerical references to Branch issuances. (If desired, advice as to previous numbers used and assistance in determining proper reference may be obtained from the Administrative Office).

E. Addressing Issuances: To assure uniformity, the following forms will be used when preparing ADE BRANCH MEMORANDUMS and ADE NOTICES:

To: ADE Branch Stations (All Branch Field Stations)

To: ADE Field Activities Stations (Field Activities Stations only)

To: ADE Stockyards Stations (Stockyards Stations only)

III CLEARANCE

Whenever necessary, the advice and suggestions of other affected Sections will be obtained before signature in order to assure that such Sections understand the purpose and requirements contained in Branch issuances before they are distributed.

IV REVIEW AND RECORDATION

Following clearance and signature, Branch issuances along with properly-prepared stencil or ditto will be sent to the Administrative Office for review and recordation.

A. Review: Branch issuances will be reviewed in the Administrative Office to determine that the requirements of this memorandum have been followed.

B. Recordation: Numerical references assigned Branch issuances will be verified by the Administrative Office. All issuances will be recorded for indexing purposes and for inclusion on ARS Monthly Check Lists.

V DUPLICATION

After being reviewed and recorded, Branch issuances will be forwarded to the Administrative Services Division for duplication purposes.

A. Permanent Issuances: All permanent issuances will be mimeographed.

1. Normal Duplication by Plant. Unless urgent conditions dictate otherwise, all permanent issuances will be reproduced in the duplicating plant. ADE BRANCH MEMORANDUMS and such other material as may be deemed necessary, will be punched with 3/8" holes for three-ring binders.

2. Short Order Duplication. Where immediate distribution of permanent issuances is required, stencils may be prepared and submitted to the Short Order Station for mimeographing. In such instances, the three-ring binder punching will be omitted.

B. Temporary Issuances: While mimeographing is the duplication of choice, temporary issuances may be duplicated by the ditto process.

VI DISTRIBUTION

To serve adequately the purposes for which intended, it is essential that Branch issuances be distributed in sufficient numbers to all necessary stations. Not less than two and preferably three copies of each program issuance should be distributed to each field office concerned.

A. Mailing Codes: The economy and simplicity of using mailing codes are apparent and, whenever possible, they should be used. When this is not possible, the originating Section will make the field distribution. In this connection, it is advisable to maintain a supply of pre-addressed envelopes.

B. Applicable Mailing Codes: There follows a list of mailing codes generally in use by the Branch:

<u>CODE</u>	<u>USE</u>	<u>NAMES</u>	<u>COPIES</u>
BAI-CSO	Cooperating State Officials	51	51
BAI-FMD	Publications, Press Releases, etc., to miscellaneous correspondents regarding Foot and Mouth Disease	256	396
BAI-FSI	ADE Field Activities Stations	49	784
BAI-SHO	State Health Officers	32	32
BAI-SV	State Veterinarians	29	31
BAI-VX	VE Program Information to Key Bureau and State Officials	98	98
BAI-VXM	VE Material-Special Distribution	51	162
BAI-ISS	Stockyard Stations	37	50

R.W. Morgan

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Figure 1 consists of two scatter plots. The left plot shows a positive correlation between the number of children and the number of children in the household. The right plot shows a negative correlation between the number of children and the number of children in the household.

[illegible]

1. *Chlorophyll a* and *Chlorophyll b* were determined by the method of Arar and Collins (1971). The concentration of chlorophyll was expressed as $\mu\text{g mL}^{-1}$ of the sample.